**Subject:** RE: Studio City BID 2019 Assessment Database - Due June 1
**From:** Ed Henning <mreded2@gmail.com>
**Date:** 05/26/2018 10:55 AM
**To:** JOHN WALKER <john@thescbd.com>

No problem John – I'm doing a few others in LA and will have your dbase updated by then, at least verifying APNs and assessment quantities. The complete owner data may lag behind a bit but that's not required for the annual assessment roll submittal.

Ed

Sent from Mail for Windows 10

---

**From:** JOHN WALKER
**Sent:** Friday, May 25, 2018 7:16 PM
**To:** Ed Henning
**Subject:** Studio City BID 2019 Assessment Database - Due June 1

Hello Ed - (HELP)

Since I have never done this before, never been shown anything about it and not even sure if this organization has an up-to-date database, other than what I sent you,  I would like to call on you and hire your services.  We probably need this for our Renewal and you may very well already be working on it, but since this is for 2019, if needed, please Invoice for this.  As you know, there is no increase in the assessment.

I have attached the excel template the City sent with the requirements below that I am certain you are more comfortable with than I am.

Thank you very much.  Below are the Instructions I received.

I do look forward to hearing back.

CITY INSTRUCTIONS AND BELOW IS THE EXCEL EXAMPLE.

The database must be formatted as follows:

- Have two digits to the right of the decimal
- All zero assessment parcels removed
- List agency account number just once at the top of the sheet
- No totals
- No currency formatting
- No dashes in the parcels numbers
- No hidden rows or columns
- No formulas (only numbers and text)